



# CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

J-1  
DISTRIBUTION: A, B, C

CJCSI 1035.01  
22 April 2015

## JOINT STAFF TELEWORK PROGRAM

### References:

- a. Department of Defense Instruction (DoDI) 1035.01, 4 April 2012, "Telework Policy"
- b. Administrative Instruction 67, 30 December 2011, "Leave Administration"
- c. Joint Staff Instruction 1440.01, 14 March 2014, "Hours of Work/Work Schedules for Civilians of the Joint Staff"

1. Purpose. This instruction prescribes policies, assigns responsibilities, and outlines procedures for participation in the Joint Staff Telework Program.

2. Superseded/Cancellation. None.

3. Applicability. This instruction applies to all civilian employees of the Office of the Chairman of the Joint Chiefs of Staff (CJCS) and the Joint Staff.

4. Policy. It is CJCS and Joint Staff policy to:

a. Actively promote and implement a telework program throughout the Joint Staff in support of the CJCS commitment to workforce efficiency, emergency preparedness, and quality of life.

b. Encourage and authorize telework to the maximum extent possible, without diminishing employee performance or jeopardizing mission readiness and protection of security information.

c. Enhance Joint Staff efforts to employ and accommodate people with disabilities, reduce employee transportation costs, and create cost savings by decreasing the need for office space and parking facilities.

5. Definitions. See Glossary.

6. Responsibilities. See Enclosure A.

7. Telework Applicability. Telework is an effective strategy for enhancing mission accomplishment, ensuring continuity of operations during a crisis, and recruiting/retaining valued talent. Additionally, telework can generate cost savings by decreasing the need for office space and parking facilities and reducing transportation costs, including costs associated with payment of transit subsidies. Finally, telework can help reduce traffic congestion, greenhouse gas emissions, and energy consumption. The various types of telework include the following:

a. Regular and Recurring. Work performed at an alternative worksite on a routine basis by an employee who is approved to telework on a schedule that is regular and recurring, most often on an agreed-upon day or days during a biweekly pay period.

b. Situational, Nonroutine, or Ad Hoc

(1) Work performed on specific assignments and projects, or to accomplish job tasks that require concentration and uninterrupted blocks of time for successful completion.

(2) Work directed by a supervisor to complete Web-based distance and continuous learning, including educational requirements required by law or regulation.

(3) Work performed when severe weather conditions or other circumstances disrupt employees' commute or compromise employee safety and the official duty station is closed, or when the Office of Personnel Management (OPM) announces that U.S. Government (USG) offices in the employees' location are open with the option for unscheduled telework.

(4) Periodic participation in an exercise to ensure telework effectiveness as it relates to continuing operations in the event of a crisis or national emergency.

(5) Other suitable situations approved in advance by a supervisor, such as those in conjunction with a partial workday and leave.

c. Medical

(1) An employee may request to perform work at his or her residence for a specified time period if he or she is suffering from a temporary personal injury or medical condition, is prevented from reporting to the official worksite, and is otherwise eligible for telework.

(2) Medical documentation shall be considered in making the determination to approve or deny medical telework and in determining an employee's diagnosis and prognosis. If supervisors are unsure about a medical-related request, they should discuss the request with the J-1 Civilian Personnel Division prior to making any commitment.

8. Eligibility. Supervisors shall review each position; determine the eligibility of their employees to participate in telework using Joint Staff (JS) Form 169, "Joint Staff Telework Position Eligibility Checklist" (Appendix B), and JS Form 170, "Joint Staff Telework Employee Eligibility Checklist" (Appendix C); and notify employees of their eligibility to telework. Employees identified as eligible have the option to accept or decline the opportunity to telework. To the extent mission requirements are not jeopardized, employees who exhibit suitable work performance and conduct as determined by their supervisor and occupy eligible positions shall be permitted to telework at the supervisor's discretion.

a. While telework is encouraged, employees cannot be ordered to telework unless the employee's duties are designated as mission critical or the employee's telework agreement addresses this requirement. Telework is not an entitlement, and not all employees are eligible. Employees in the following situations are not typically eligible for telework:

(1) Position requires access to classified information, regardless of format (electronic or paper), or use of materials, programs, or functions restricted to SIPRNET to perform duties on a daily basis. No classified material is to be accessed from employees' telework sites or other alternative work locations regardless of whether employees require the information to perform their official duties.

(2) Position requires daily access to sensitive but unclassified information (such as Privacy Act information, personally identifiable information, credit card information, bank account information, Health Insurance Portability and Accountability Act (HIPAA) information, or fiscal procurement information) to perform core duties when access is obtained using a non-USG land-based network, commercial mobile network, other similar Internet Service Provider, or other non-USG secured and monitored network. Sensitive but unclassified information requires special security and protection requirements to safeguard specific categories of sensitive information.

(3) Position requires daily on-site activity or face-to-face personal contacts.

(4) Employee's absence from the office creates an undue burden for other staff members in the office.

(5) Employee's performance or conduct warrants close supervision.

(6) Employee faces proposed, pending, or ongoing disciplinary action (i.e., quality force indicators, performance improvement plan).

(7) Employee has been recently assigned or newly appointed, or is a trainee or entry-level employee.

b. Employees shall not be authorized to telework, consistent with the guidance set forth in section 6502 of title 5, U.S.C., as added by Public Law 111-292 (also known as the Telework Enhancement Act of 2010), if:

(1) The employee has been officially disciplined for being absent without permission for more than 5 days in any calendar year.

(2) The employee has been officially disciplined for violations of subpart G of the Standards of Ethical Conduct of Employees of the Executive Branch for viewing, downloading, or exchanging pornography, including child pornography, on a Federal Government computer or while performing Federal Government duties consistent with the guidance set forth in section 2635.704 of title 5, Code of Federal Regulations (C.F.R.), per reference a.

(3) The length of time that an employee is ineligible to telework is at the supervisor's discretion. The criteria above shall be considered in making the determination to deny telework. Denial or termination of telework agreements should be based on business reasons (e.g., the telework agreement fails to meet the organization's needs or the employee's performance does not meet the prescribed standard). Telework may be considered after the employee's performance within the first 6 months in the position or at mid-term review is at an acceptable level or if the employee's supervisor deems otherwise.

c. Employees may dispute the denial of telework, the reasons for denial, and the termination of an existing agreement through administrative grievance procedures.

d. Employees have the right to request telework without fear of retaliation or adverse employee action as a consequence of making such a request. This right does not impair or otherwise affect the discretion granted to an employee's supervisor in making a decision on the request for telework, in accordance with the agency's mission-related requirements.

e. Supervisors will consider the request carefully and respond within 10 business days (or any shorter period set by the agency) of the employee's initial request.

f. Employees in positions determined to be not normally suitable for telework may become eligible to telework in an emergency situation if their functions are designated as mission critical.

g. Telework eligibility criteria will be applied in a fair and consistent manner.

9. Training. Authorized employees and their supervisors must complete telework training prior to signing DD Form 2946, "Department of Defense Telework Agreement" (Appendix A). Employees, supervisors, and leaders shall be permitted to participate in telework training during the workday. All employees who telework shall be trained in accessing the unclassified DoD information technology network remotely, in accordance with DoDI 8570.01. When agreements are updated or extended, it is recommended that teleworkers and their supervisors review this instruction as well as the online training.

10. Telework Agreements. Employees authorized to telework must complete, sign, and date a DoD Telework Agreement, DD Form 2946 (see Appendix A). It is recommended that all eligible employees complete and sign a telework agreement and be prepared to telework in the event of an emergency, pandemic, or other designated hazardous situation. Approval authority is delegated to the employee's supervisor, who approves and maintains the original signed form with copies maintained by the Military Secretariat (MilSec) and J-1 Telework Program Manager.

a. A completed DoD Telework Agreement (DD Form 2946) should outline the specific work arrangement agreed to and address the logistics of alternative worksite arrangements, i.e., work schedule, security requirements, safety requirements, supplies, equipment, supervisor's expectations, and the employee's emergency response telework responsibilities. All agreements shall include the following:

(1) Specific telework location (e.g., the employee's residence or other approved alternative worksite).

(2) Requirements when the official duty station is closed or when OPM announces that USG offices in the employee's location are open with the option for unscheduled telework.

(3) Description of any specific information security requirements (such as encryption, storage, or transfer specifications applicable to the data type) needed to ensure proper safeguards are in place to protect any sensitive but unclassified data that is authorized to be processed at an employee's telework location.

(4) A statement that telework may not be authorized if the employee's performance and/or conduct does not comply with the terms of the telework agreement.

b. If the employee's residence is the telework location, it is the responsibility of the employee to ensure that a safe work environment is maintained while teleworking. The employee will designate one section of the residence as the telework area, conduct a home safety inspection, and complete and sign a self-certification safety checklist (DD Form 2946, page 2) as part of the DoD Telework Agreement prior to beginning telework. While there is no requirement to visit a teleworker's home to inspect for safety and ergonomics, a qualified management official may conduct a home inspection if necessary.

c. Telework agreements will be reviewed and revalidated by the supervisor and the teleworker at least annually. The agreement will be revised/initialed by all parties when appropriate (schedule changes, site changes, etc.). A new supervisor can reevaluate an existing telework agreement and agree with the current arrangement or reevaluate the telework arrangement previously authorized.

d. Teleworkers may be required to return to the official duty station on scheduled telework days if necessary (e.g., to attend a specific meeting). Requests by teleworkers to change their scheduled telework day(s) shall remain consistent with mission requirements and at the supervisor's discretion. Any permanent changes require a new DoD Telework Agreement.

e. The official worksite for a telework employee is the location of the official duty station (i.e., the place where the employee would normally work absent a telework agreement), as long as the employee is scheduled to actually report, most often on an agreed-upon day or days during a biweekly pay period on a routine basis, to the official duty station. If an employee covered by a telework agreement does not meet the requirements above, the employee's official worksite is the location of the employee's telework site. The employee's official worksite may involve an arrangement where the employee has no dedicated space at the worksite location.

11. Summary of Changes. None.

12. Releasability. UNRESTRICTED. This directive is approved for public release; distribution is unlimited on NIPRNET. DoD Components (including the Combatant Commands), other Federal Agencies, and the public may obtain copies of this directive through the Internet from the CJCS Directives Electronic Library at: <[http://www.dtic.mil/cjcs\\_directives/](http://www.dtic.mil/cjcs_directives/)>. Joint Staff activities may also obtain access via the SIPRNET Directives Electronic Library Web sites.

13. Effective Date. This INSTRUCTION is effective upon receipt.

For the Chairman of the Joint Chiefs of Staff:



JACQUELINE D. VAN OVOST, Maj Gen, USAF  
Vice Director, Joint Staff

Enclosures

A—Telework Responsibilities and Procedures  
GL—Glossary

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ENCLOSURE A

TELEWORK RESPONSIBILITIES AND PROCEDURES

1. Responsibilities

a. Chairman of the Joint Chiefs of Staff (CJCS). The Chairman shall provide a Telework Program for Joint Staff employees in compliance with the Telework Enhancement Act of 2010 (Public Law 2111.292) and DoDI 1035.01.

b. Director for Manpower and Personnel, Joint Staff (DJ-1)

(1) Provide implementing program documents and specific guidance on Telework Program elements.

(2) Ensure supervisors designate positions to indicate telework eligibility and require documentation in the position record in the Defense Civilian Personnel Data System (DCPDS). Ensure supervisors determine eligibility for all Joint Staff employees to telework and require documentation of employee telework eligibility in the employee record in DCPDS. Provide guidance on making telework position determinations when establishing new positions or filling vacant positions that were not previously designated for telework eligibility. Provide all Joint Staff employees with telework eligibility information and requirements.

(3) Defense Logistics Agency reports timekeeping data to the Civilian Personnel Management System for the Joint Staff. Timekeeping records related to telework will be maintained in the Joint Staff (Financial Management System) for use in annual reporting requirements as necessary.

(4) Require employees who are eligible to telework and their supervisors to be fully trained on telework procedures including information technology, data security, and safety requirements consistent with DoD guidance.

(5) Require all employees who are authorized to telework to complete a DoD Telework Agreement.

(6) Designate a Joint Staff Telework Program Manager. This person must have extensive knowledge of the Joint Staff Telework Program and follow public law and any relevant DoD or CJCS regulations.

c. Joint Staff Telework Program Manager

(1) Actively promote telework within the Joint Staff, consistent with accomplishing assigned missions, and make every effort to overcome artificial barriers to program implementation through education and training for leadership and supervisors on telework benefits, performance in a telework environment, and the value of integrating telework into continuity of operations (COOP) activities.

(2) Represent the interests of the Joint Staff as the primary telework liaison and point of contact. Keep abreast of telework matters and ensure the Joint Staff is informed of new and updated criteria and requirements affecting the Joint Staff.

(3) Update and revise the policy, as required.

(4) Ensure appropriate telework criteria are incorporated in Joint Staff regulations, manuals, pamphlets, and other policy and programmatic documents generated at the Joint Staff.

(5) Provide coordination on telework issues for Joint Staff employees in response to an emergency, contingency, or natural disaster.

(6) Monitor and assess Joint Staff telework implementation to ensure compliance with this policy and collective bargaining agreements, as applicable.

(7) Provide supervisors and employees with the tools and techniques they will need for successful telework arrangements.

(8) Provide advice and guidance to teleworkers and supervisors regarding their telework agreements.

d. Supervisors

(1) Participate in telework training prior to approving employee telework agreements.

(2) Determine employee eligibility for regular and recurring or situational telework consistent with the requirements of paragraphs 8.a. through 8.g. in the previous section of this instruction (pages 3–5).

(3) Notify employees of their eligibility to telework and inform them whether their duties are designated as mission critical.

(4) Approve or deny requests for telework, within the time frame established by this policy, based on mission requirements, employee performance and conduct, and the needs of the work group. If approved, sign and maintain the DoD Telework Agreement and provide a copy to the MilSec and the J-1 Program Manager. If denied, justify and document in writing the basis for denial or termination of telework on the DoD Telework Agreement. Include information about when the employee may reapply or actions that the employee should take to improve his or her chance of approval, when applicable.

(5) Will not approve more than 1 day per week (2 workdays per pay period) for regular, recurring telework, except when ad hoc telework requirements apply.

(6) Communicate expectations to employees regarding their work assignments to accomplish under an approved telework agreement.

(7) Execute a formal telework agreement with employees to document the parameters of the assignment per paragraph 1.d.(9) below.

(8) Ensure employees and Military Service members adhere to the terms and conditions of their telework agreements, including all applicable security provisions to protect USG records from unauthorized disclosure.

(9) Verify work hours, use of proper timekeeping codes, schedules, work requirements, and communications methods as specified in the telework agreement.

(10) Ensure adequate worksite coverage during business hours to ensure that mission operations continue to be carried out efficiently and effectively and teleworkers and on-site employees are treated equitably.

(11) Ensure teleworkers are held accountable for government-furnished equipment (GFE).

(12) Shall not authorize or use allocated Joint Staff directorate (J-directorate) funds for additional GFE equipment/software necessary to support telework. J-6 will outfit approved teleworkers with the baseline GFE equipment/software necessary to meet the level of service the J-directorate mandates to perform telework. Each approving J-directorate must conduct an assessment of the needed capabilities for each teleworker and coordinate with the J-1 Telework Program Manager and the J-6 Deputy Directorate for Information Technology Services (DDITS) to confirm what GFE capabilities are required before final approval is granted. Additional capabilities must comply with existing Joint Staff and DoD security policies and must not introduce

additional security vulnerabilities to the Joint Staff networks. Both the funding and necessary pre-coordination apply to any special hardware accommodations needed for individuals to operate from the telework location. Joint Staff J-6 DDITS maintains a pool of travel laptops that can be used for remote access. However, this pool is limited and does not cover teleworking capabilities for every Joint Staff employee.

(13) Plan and track periodically the telework capabilities of each of their employees authorized to telework (e.g., Internet access, e-mail access, etc.).

(14) Terminate telework arrangements if an employee's performance does not comply with the terms of the telework agreement or if the teleworking arrangement fails to meet organizational needs.

(15) Ensure all telework is recorded accurately on time and attendance records and is in compliance with DoD guidance and policies concerning the request for and use of overtime, compensatory time, and leave.

(16) Provide copies of completed telework packages to the MilSec and the J-1 Telework Program Manager.

e. Employees

(1) Review the Joint Staff telework policies, participate in telework training prior to entering into a written telework agreement, and seek the advice and assistance of the local human resources specialist, if necessary.

(2) Seek prior approval to telework from the supervisor.

(3) Designate one area in the residence as the official workstation for purposes of telework and ensure the area complies with safety requirements.

(4) Protect all official, sensitive, and For Official Use Only data and comply with all criteria and guidelines for information and electronic security.

(5) Safeguard and ensure appropriate use of GFE.

(6) Work at the official duty station on scheduled telework days if called for by mission requirements.

(7) Contact the supervisor to request unscheduled telework to accommodate unanticipated personal circumstances or when USG employees are provided the option of unscheduled telework.

(8) Communicate with the supervisor if there are any issues or concerns while teleworking.

(9) Report accurately all telework on time and attendance records. Observe all policies concerning the request for and use of overtime, compensatory time, and leave per reference c.

(10) Do not use telework as a substitute for dependent care, e.g., child care or elder care.

(11) Notify the supervisor immediately of any accident or injury while teleworking.

(12) Maintain a fully successful or higher performance rating.

(13) Ensure necessary information technology requirements are current and maintained at all times to enable or facilitate telework. Failure to do this requires the employee to work at the official duty station until such time as the equipment is fully functional.

(14) Attend office meetings virtually while teleworking, as required. Employees shall become user proficient in the use of virtual presentation tools used by their respective directorate to allow for participation in meetings while teleworking.

(15) Comply with all DoD-/WHS-/Joint Staff-specific policies regarding ethics, standards of conduct, and use of government equipment and acknowledge associated penalties.

## 2. Telework Procedures

a. Appropriate telework coding must be recorded on time and attendance records to capture the data used to help estimate reductions in greenhouse emissions resulting from increases in teleworking as required by Executive Order 13514, "Federal Leadership in Environmental, Energy, and Economic Performance."

b. Employees are responsible and accountable for safeguarding all DoD information, protecting GFE and government property, and performing assigned duties while teleworking, in accordance with 5 C.F.R. part 2635. The General Services Administration offers guidelines on the equipment and support that may be provided to teleworkers in the Federal Register, Volume 71, page 13845, "Federal Management Regulation; Guidelines for Alternative Workplace Arrangements" (Federal Management Regulation Bulletin 2006-B3).

c. Employees must ensure appropriate security considerations are followed when accessing approved sensitive but unclassified information at their telework sites. Additionally, employees:

(1) Must not access any sensitive but unclassified information, data, or material otherwise restricted by statute or policy, such as restricted Privacy Act or HIPAA information, the Federal Acquisition Regulation or the Defense Federal Acquisition Regulation Supplement, or other acquisition policies.

(2) Must comply with criteria and guidelines when using GFE and non-GFE for access to DoD information systems and networks to keep government property and information safe and secure when teleworking. Employees do not have any right to, or expectation of, privacy while using any GFE, including Internet or e-mail services, and may be monitored or recorded.

d. Within budgetary constraints and with the supervisor's approval, the Joint Staff may provide the necessary equipment and office supplies (e.g., paper, toner, and printer ink) for use with GFE for employees who telework on a regular and recurring basis. For those approved to telework on a situational basis, equipment and supplies may be provided when practicable.

e. DoD remote access software may be installed onto government-furnished and personally owned computers to enable access to unclassified DoD systems and networks consistent with DoD criteria and guidelines established by the DoD Chief Information Officer and Joint Staff J-6 DDITS. The USG is not responsible for personal equipment except in a few circumstances (see Enclosure 3 of DoDI 1035.01). If any additional license or hardware costs are required, the J-directorate approving the telework will be responsible for funding those items.

f. GFE shall be used for official use and authorized purposes only. Family members and friends are not authorized to use GFE and materials. Teleworkers must return all GFE and materials at the conclusion of the teleworking arrangement or at the supervisor's request.

g. Teleworkers are responsible for the security of all official information, protection of any GFE and property, and carrying out the mission of the Joint Staff at the alternative worksite.

h. Time spent in a teleworking status must be accounted for and reported in the same manner as if the employee reported for duty at the official duty station. Overtime provisions that apply to employees working at an official duty station apply to employees who telework per reference b.

i. Telework is not a substitute for dependent care (e.g., child care or elder care), and employees who are unable to work due to dependent care responsibilities will request appropriate leave in those circumstances.

### 3. Emergency Situations

a. Employees with a telework agreement in place are expected to telework for the duration of an emergency. An emergency includes an agency announcement, a pandemic, a closure of the regular worksite due to natural or manmade emergency situations (e.g., snowstorm, hurricane, act of terrorism, etc.), or when the regular worksite is open with the option for unscheduled telework due to weather conditions that make commuting hazardous or similar circumstances that compromise employee safety. Telework-ready employees will be required to telework or take leave during an emergency even when the day on which the emergency occurs is different from the regular telework designated day. An employee on preapproved paid leave will remain on leave if the Federal Government is closed. If the employee has scheduled leave, the employee may cancel the leave if the employee is ready, willing, and able to telework (telework-ready with a telework agreement in place) and agrees to perform telework in lieu of the scheduled leave. In the event that a telework-ready employee is not able to telework due to not having the proper equipment available during an emergency, the employee will be required to take leave. Non-telework-ready employees will be permitted excused absence in the event of an emergency situation. Employees must communicate with their supervisors during emergency situations to report their work status. The telework agreement, regardless of selection of regular and recurring and/or situational telework arrangement, obligates the employee to work during an emergency. An emergency includes closure of the regular worksite.

b. In the event of an emergency, employees with mission-critical duties and those who may be required to telework in the case of a COOP event, office closure due to adverse or inclement weather, or a pandemic shall have a DoD Telework Agreement in place.

c. When an employee's residence or other approved alternative site has been designated as a safe haven during an emergency, the supervisor may assign any work necessary, as long as the employee has the skills to perform the assigned work, without regard to employee's grade or pay band level. In this instance, a DoD Telework Agreement is not required.

d. If the worksite is closed to nonemergency personnel, employees who are members of an emergency response group or assigned to a job with emergency duties may be required to work at either the telework site or report to the worksite during emergency situations.

e. In the event of an emergency, employees with COOP responsibilities and/or employees who do not have COOP responsibilities but are trained and equipped to telework may be asked to telework and should have a signed DoD Telework Agreement in place. Again, it is suggested that all eligible employees complete and sign a telework agreement and be prepared to telework in the event of an emergency, pandemic, or all-hazard situation.

4. Telework Denial and Termination. The employee or supervisor may terminate the telework agreement. If, at any time, the supervisor determines that a telework arrangement is no longer a valid option, the affected employee will be provided at least 1 week of advance written notice that the arrangement will be modified or terminated, unless circumstances warrant a shorter notice or no notice at all (i.e., emergency situations, safety concerns, security concerns, employee performance, and/or conduct issue). Telework arrangements may be suspended at any time by the supervisor during an emergency situation with only verbal notice required.

#### 5. Performance Management

a. All employees should be treated the same, regardless of where the work is performed, for the purpose of work requirements, performance standards, appraisals, training, rewards, reassignment, promotion, reduction in grade, removal, and any other action that requires management discretion.

b. Supervisors shall hold employees accountable for performance and conduct standards while teleworking. Cancellation of the telework agreement or adverse actions such as letters of admonishment, reassignment, change to lower grade, and removal may result when an employee fails to meet the expected performance and conduct standards.

c. Work assignments or training that is expected to be accomplished while teleworking should be agreed to and understood in advance of the telework.

d. Expectations should be discussed and clearly understood by all parties, then documented on the DoD Telework Agreement. Supervisors shall put procedures in place to maintain communication, and their employees shall be held accountable for the results produced while working.

e. Supervisors are responsible for the overall functions of the workgroup. However, employees are responsible for being available to and sharing information with the workgroup. All parties are responsible for ensuring the success of the telework arrangement.



## APPENDIX A TO ENCLOSURE A

# DD FORM 2946, "DEPARTMENT OF DEFENSE TELEWORK AGREEMENT" (TERMS AND CONDITIONS)

DEPARTMENT OF DEFENSE TELEWORK AGREEMENT	
<b>PRIVACY ACT STATEMENT</b>	
<p><b>AUTHORITY:</b> 10 U.S.C. 113, Secretary of Defense; DoD Instruction 1035.01, Telework Policy.</p> <p><b>PRINCIPAL PURPOSE(S):</b> Information is collected to register individuals as participants in the DoD alternative workplace program; to manage and document the duties of participants; and to fund, evaluate and report on program activity. The records may be used by Information Technology offices to determine equipment needs, to ensure appropriate safeguards are in place to protect government information, and for assessing and managing technological risks and vulnerabilities.</p> <p><b>ROUTINE USE(S):</b> None.</p> <p><b>DISCLOSURE:</b> Voluntary; however, failure to provide the requested information may result in your inability to be a participant in the telework program.</p>	
<b>TERMS OF TELEWORK AGREEMENT</b>	
<p>The terms of this agreement must be read in conjunction with Department of Defense (DoD) telework policy, available on the DoD Issuances Web Site at <a href="http://www.dtic.mil/whs/directives/">http://www.dtic.mil/whs/directives/</a> or on the Civilian Personnel Management Service Web Site at <a href="http://www.cpms.osd.mil">www.cpms.osd.mil</a> and any additional guidance provided by the employing organization. Signatories certify they will abide by this agreement, DoD telework policy, and all supplemental terms established by the employing organization.</p> <p>1. Work schedules and hours of duty may be modified as necessary, but are subject to local management procedures and approval and/or collective bargaining agreement requirements. A copy of the employee's approved work schedule should be kept on file with the signed telework agreement. In emergency situations (as indicated in Section I, Block 12 of the telework agreement), the teleworker's work hours may be subject to change. Emergency schedules will be set based on mission needs.</p> <p>2. If the employee reports to the regular worksite at least twice per pay period, the regular worksite is the official worksite as defined in part 531.605, subpart F of title 5, Code of Federal Regulations.</p> <p>3. If the employee does not report to the regular worksite at least twice each biweekly pay period, the official worksite is the location of the employee's telework site. Exceptions to the twice each biweekly pay period requirement may be made during emergencies (including a pandemic) and for short-term situations (e.g., special projects, medical accommodation).</p> <p>4. All pay (to include locality pay or local market supplement), leave, and travel entitlements are based on the employee's official worksite as documented on a Notice of Personnel Action.</p> <p>5. Prior to signing this Telework Agreement, the supervisor and employee will discuss:</p> <ul style="list-style-type: none"><li>a. Office procedures (e.g., procedures for reporting to duty, procedures for measuring and reviewing work, time and attendance, procedures for maintaining office communications);</li><li>b. Safety, technology and equipment requirements; and</li><li>c. Performance expectations.</li></ul> <p>6. Employee will not work in excess of the prescheduled tour of duty (e.g., overtime, holiday work, or Sunday work) unless he or she receives permission from the supervisor. By signing this form, the employee acknowledges that failure to obtain proper approval for overtime work may result in cancellation of the telework agreement and may also include appropriate disciplinary action.</p> <p>7. If designated employee (as indicated in Section I, Block 12 of this agreement) is unable to work due to illness or dependent care responsibilities, the employee must take appropriate leave. Supervisors may, on a case-by-case basis, administratively excuse the designated teleworker from teleworking if circumstances, such as a power failure or weather related emergency, prevent the employee from working at the telework site. To the extent practicable, managers will include a description of emergency duties with this agreement if emergency duties are different from the employee's prescribed duties and responsibilities.</p>	<p>8. Teleworkers may be required to return to the regular worksite on scheduled telework days based on operational requirements. In situations where the employee is called to return to the office outside normal work hours, the recall shall be handled in accordance with established policy and/or collective bargaining agreements, if applicable.</p> <p>9. If the employee uses Government-furnished equipment (GFE), the employee will use and protect the equipment in accordance with the DoD Component's procedures. GFE will be serviced and maintained by the Government.</p> <p>10. The employee agrees to comply with the terms of computer software license and copyright agreements, computer virus and protection requirements and procedures.</p> <p>11. <b>No classified documents (hard copy or electronic) may be taken to, or created at, an employee's alternative worksite.</b> If classified telework is authorized at an approved alternative secure location, teleworkers must comply with the procedures established by DoD 5200.01-R and the DoD Component regarding such work. <b>For Official Use Only (FOUO) and controlled unclassified information (CUI) data may be taken to alternative worksites if necessary precautions are taken to protect the data, consistent with DoD regulations.</b></p> <p>12. When CUI including competition sensitive or source selection data is authorized for use at the telework location, criteria for the proper encryption and safeguarding of such information and data must be consistent with Enclosure 3, subparagraphs 3.f.(1) through (3) of DoDI 1035.01, Telework Policy. Component specific instructions must be included in the space allowed for Component specific comments or cite the appropriate Component references that contain these instructions.</p> <p>13. The supervisor will determine how frequently, if at all, backup copies of data onto network drives or removable disks must be made to protect against loss of data. The supervisor may also require the employee to periodically send backup copies to the main work facility.</p> <p>14. The employee may be reimbursed for authorized expenses (e.g., installation of broadband or telephone lines) incurred while conducting business for the Government, as provided by statute and implementing regulations and as articulated in this agreement. (Approved authorizations are filed with this agreement.)</p> <p>15. <b>The employee will apply approved safeguards to protect Government records from unauthorized disclosure or damage and will comply with Privacy Act requirements set forth in the Privacy Act of 1974, and codified at section 552a of title 5, United States Code.</b> The use of personal email accounts for transmission of Personally Identifiable information (PII) is strictly prohibited. PII may only be emailed between government email accounts and must be encrypted and digitally signed.</p> <p>16. The DoD Component may inspect the home worksite, by appointment only, if the DoD Component has reason to suspect that safety standards are not being met and GFE is not being properly maintained.</p> <p>17. The DoD Component will not be responsible for operating, maintenance, or any other costs (e.g., utilities) associated with the use of the employee's residence.</p> <p>18. The DoD Component is not liable for damages to an employee's personal or real property while the employee is working at home, except to the extent the Government is held liable by the Federal Tort Claims Act or from claims arising under the Military Personnel and Civilian Employees Claims Act.</p>

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PREVIOUS EDITION IS OBSOLETE.

Terms and Conditions  
Adobe Professional 8.0

DD FORM 2946, "DEPARTMENT OF DEFENSE TELEWORK AGREEMENT"  
(TERMS AND CONDITIONS, CONTINUED)

TERMS OF TELEWORK AGREEMENT *(Continued)*

19. Employees paid from appropriated funds are covered under the Federal Employee's Compensation Act if injured in the course of performing official duties while at the official alternative worksite. Employees paid from nonappropriated funds are covered under the Longshore and Harbor Workers' Compensation Act. Any accident or injury occurring at the alternative workplace must be brought to the immediate attention of the supervisors who will investigate all reports as soon as practical following notification.

20. The employee acknowledges that telework is not a substitute for dependent care.

21. The employee acknowledges that telework is a discretionary alternative workplace arrangement. The employee may be required to work at the regular worksite on scheduled telework day(s) if necessary to accomplish the mission.

22. Either the employee or the supervisor can cancel the telework agreement. When possible, advance written notice should be provided. Management will terminate the telework agreement should the employee's performance or conduct not meet the prescribed standard or the teleworking arrangement fail to meet organizational needs.

23. The employee continues to be covered by DoD Component standards of conduct while working at the alternative worksite.

24. The employee has assessed the telework location against the attached safety checklist and certifies the location meets all safety requirements.

25. DoD Component-specific conditions may be included below.

COMPONENT-SPECIFIC TERMS AND CONDITIONS

DD FORM 2946, "DEPARTMENT OF DEFENSE TELEWORK AGREEMENT"  
(PAGE 1 OF 4)

<p align="center"><b>DEPARTMENT OF DEFENSE TELEWORK AGREEMENT</b></p> <p align="center"><i>(Read Privacy Act Statement and Terms of Agreement before completing this form.)</i></p>	
<p align="center"><b>SECTION I - This document constitutes the terms of the telework agreement for:</b></p>	
1. EMPLOYEE (Last Name, First, Middle Initial)	2. OFFICIAL JOB TITLE
3. PAY PLAN/SERIES/GRADE/PAY BAND	4. ORGANIZATION
5. REGULAR OFFICIAL WORKSITE (Street, Suite Number, City, State and ZIP Code)	6. ALTERNATE WORKSITE ADDRESS (Street, Apartment Number, City, State and ZIP Code) (May be TBD under emergency situations)
7. ALTERNATE WORKSITE TELEPHONE NUMBER (Include Area Code)	8. ALTERNATE WORKSITE EMAIL ADDRESS (Address for official emails if different from office email address. Identification of personal email address is not required.)
9. TELEWORK ARRANGEMENT IMPLEMENTATION DATES (Agreement should be revalidated at least once every 2 years)	10. TOUR OF DUTY (X one) (Attach copy of biweekly work schedule)
a. START (YYYYMMDD)	b. END (YYYYMMDD)
<p>11. TELEWORK ARRANGEMENT (X one)</p> <p><input type="checkbox"/> REGULAR AND RECURRING    <input type="checkbox"/> SITUATIONAL</p> <p>Regular and Recurring Telework Schedule: _____ Number of Days per Week or Pay Period</p> <p>_____ Days of the Week (e.g., Mon, Wed, Thur)</p> <p>All employees who are authorized to telework on a <b>Regular and Recurring</b> or <b>Situational</b> basis to include <b>emergency situations</b> shall have a telework agreement in place.</p>	
<p>12. CONTINUITY OF OPERATIONS DURING EMERGENCY SITUATIONS</p> <p>Employee is expected to telework for the duration of an emergency pursuant to:</p> <p>1) Component policy; 2) a pandemic; 3) when the regular worksite is closed or closed to the public due to natural or manmade emergency situations (e.g., snowstorm, hurricane, act of terrorism, etc.); or 4) when Government offices are open with the option for unscheduled telework when weather conditions make commuting hazardous, or similar circumstances compromise employee safety. Employees unable to work due to personal situations (e.g., illness or dependent care responsibilities), must take appropriate leave (e.g., annual or sick). If the worksite is closed or closed to the public, the employee may be granted administrative leave, on a case-by-case basis, when other circumstances (e.g., power failure) prevent the employee from working at the telework site. Managers will include a description of emergency duties with this agreement if emergency duties are different from the employee's prescribed duties and responsibilities.</p>	
13. SUPERVISOR OR AUTHORIZED MANAGEMENT OFFICIAL (Name and Signature)	14. DATE (YYYYMMDD)
<input type="checkbox"/> I also verify that I have completed approved telework training.	
15. EMPLOYEE SIGNATURE	16. DATE (YYYYMMDD)
<input type="checkbox"/> I also verify that I have completed approved telework training.	

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(PAGE 2 OF 4)

SECTION II - SAFETY CHECKLIST			
SAFETY FEATURE	(X)	YES	NO
1. Temperature, ventilation, lighting, and noise levels are adequate for maintaining a home office.			
2. Electrical equipment is free of recognized hazards that would cause physical harm (frayed, exposed, or loose wires; loose fixtures; bare conductors; etc.).			
3. Electrical system allows for grounding of electrical equipment (three-prong receptacles).			
4. Office (including doorways) is free of obstructions to permit visibility and movement.			
5. File cabinets and storage closets are arranged so drawers and doors do not enter into walkways.			
6. Phone lines, electrical cords, and surge protectors are secured under a desk or alongside a baseboard.			
7. If material containing asbestos is present, it is in good condition.			
8. Office space is free of excessive amount of combustibles, floors are in good repair, and carpets are well secured.			
I verify that this safety checklist is accurate and that my home office is a reasonably safe place to work.			
9. EMPLOYEE SIGNATURE		10. DATE (YYYYMMDD)	

DD FORM 2946, "DEPARTMENT OF DEFENSE TELEWORK AGREEMENT"  
(PAGE 3 OF 4)

SECTION III - TECHNOLOGY/EQUIPMENT CHECKLIST			
(1) TECHNOLOGY/EQUIPMENT <i>(Indicate all that apply)</i>	(2) REQUIREMENT <i>(Y or N)</i>	(3) OWNERSHIP: AGENCY OR PERSONAL <i>(A or P)</i>	(4) REIMBURSEMENT BY COMPONENT <i>(Y or N)</i>
<b>1. COMPUTER EQUIPMENT</b>			
a. LAPTOP			
b. DESKTOP			
c. PDA			
d. OTHER:			
<b>2. ACCESS</b>			
a. IPASS/VPN ACCOUNT			
b. CITRIX - WEB ACCESS			
c. OTHER:			
<b>3. CONNECTIVITY</b>			
a. DIAL-IN			
b. BROADBAND			
<b>4. REQUIRED ACCESS CAPABILITIES</b>			
a. SHARED DRIVES (e.g., H or P Drive)			
b. EMAIL			
c. COMPONENT INTRANET			
d. OTHER APPLICATIONS:			
<b>5. OTHER EQUIPMENT/SUPPLIES</b>			
a. COPIER			
b. SCANNER			
c. PRINTER			
d. FAX MACHINE			
e. CELL PHONE			
f. PAPER SUPPLIES			
g. OTHER:			
<b>6. SUPERVISOR'S SIGNATURE</b>		<b>7. DATE (YYYYMMDD)</b>	
<b>8. EMPLOYEE SIGNATURE</b>		<b>9. DATE (YYYYMMDD)</b>	

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(PAGE 4 OF 4)

SECTION IV - NOTICE OF TELEWORK ARRANGEMENT CANCELLATION (Complete this section when the telework agreement is cancelled.)	
1. CANCELLATION DATE (YYYYMMDD)	2. INITIATED BY (X one) <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> MANAGEMENT
3. REASON(S) FOR CANCELLATION	
4. GOVERNMENT-FURNISHED EQUIPMENT/PROPERTY RETURNED LIST PROPERTY AND DATE OF RETURN: <input type="checkbox"/> YES <input type="checkbox"/> NO	
5. SUPERVISOR'S SIGNATURE	6. DATE (YYYYMMDD)
7. EMPLOYEE SIGNATURE	8. DATE (YYYYMMDD)

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APPENDIX B TO ENCLOSURE A

JS FORM 169, "JOINT STAFF TELEWORK POSITION ELIGIBILITY CHECKLIST"

JOINT STAFF TELEWORK POSITION ELIGIBILITY CHECKLIST																
1. Position Title:	2. Series:	3. Grade:														
4. PD #:	5. Position Billet #:	6. Date:														
<b>7. TYPES:</b> a. Regular/recurring telework – Regular/recurring telework is where an employee performs some or all of their duties at an alternative worksite on a set schedule (e.g., every Monday; once a pay period; once a month).  b. Situational/ad hoc telework – arrangement in which duties may be performed at an alternative worksite on a case-by-case basis (e.g., COOP, inclement weather, special project), where the hours worked are not part of a previously approved, ongoing and regular telework schedule.																
<b>8. Position Eligibility Criteria</b> a. Position eligibility evaluation should be based on the position duties rather than the job title, series, grade, type of appointment, work schedule or incumbent. b. Base the determination on the <u>current duties of the position</u> . This determination may change if the duties change (e.g., mission, special projects, details). c. If a position is not 100% telework eligible, consider if a portion of the position's tasks can be performed via telework. Workload management and adjustment may play a part in your assessment. In some cases, it may be possible to restructure position duties to allow for telework on a situational basis.																
<b>9. Eligibility Checklist</b>		<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No															
<input type="checkbox"/>	<input type="checkbox"/>															
<input type="checkbox"/>	<input type="checkbox"/>															
<input type="checkbox"/>	<input type="checkbox"/>															
<input type="checkbox"/>	<input type="checkbox"/>															
<input type="checkbox"/>	<input type="checkbox"/>															
<input type="checkbox"/>	<input type="checkbox"/>															
a. Does the position require incumbent to report <b>daily</b> (i.e., every day) to the traditional worksite? b. Does the position require continuous on-the-job training or close supervision? c. Does the position involve tasks that require <b>daily</b> access to materials or equipment that cannot be moved from the traditional worksite or accessed outside of the traditional worksite such as unique reference materials or special tools? d. Does the position involve tasks that require <b>daily</b> face-to-face contact that cannot be achieved through alternate communication tools (e.g., email, telephone, online meetings, achieved through alternate communication tools (e.g., email, telephone, online meetings, <ol style="list-style-type: none"> <li>1. Supervisor(s)/manager(s)</li> <li>2. Colleagues/team members/co-workers</li> <li>3. Customers</li> <li>4. General Public</li> </ol>																
e. Does the position involve tasks that require <b>daily</b> access to classified materials and networks (SIPRnet)? If so what percent of the work is with classified materials?																
f. Would the performance of position duties at an alternative worksite result in a measurable decrease in the level of service provided to customers? (e.g., delays in processing work, inhibiting customer access to the employee).																
<p>If the answer is YES to ALL of the above questions the position is typically not eligible for telework. Continue to Section 10.</p> <p>If the answer is NO to ANY of the above questions (a-f) the position may be eligible for regular/recurring and/or situational/ad hoc telework once employee eligibility is determined. Continue with questions (g-i).</p>																

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JS FORM 169, "JOINT STAFF TELEWORK POSITION ELIGIBILITY CHECKLIST"  
(PAGE 2)

g. Does the majority of the position require work with classified materials, require daily access to systems, networks, applications that cannot be accessed at the alternative worksite (e.g., local access only, SIPRnet, etc.)?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
h. Does this position use specialized hardware, software or databases? If so, please describe below:  <div style="background-color: #e0e0ff; height: 60px; width: 100%;"></div>		<input type="checkbox"/>	<input type="checkbox"/>
i. Can the position function with the use of a Common Access Card (CAC) reader and the use of Outlook Web App (OWA) if teleworking?		<input type="checkbox"/>	<input type="checkbox"/>
<b>10. Determination</b>			
a. Position is eligible for regular/recurring telework		<input type="checkbox"/>	<input type="checkbox"/>
b. Position is eligible for situational/ad hoc telework		<input type="checkbox"/>	<input type="checkbox"/>
<b>11. Ineligibility Justification</b>			
<i>(If the position is NOT telework eligible, please select all that apply as justification for the determination:)</i>			
a. Not Telework Eligible - Position requires employee's presence to perform the job.		<input type="checkbox"/>	
b. Not Telework Eligible - Position requires daily face-to-face contact with supervisor, other employees, or customers/ the public.		<input type="checkbox"/>	
c. Not Telework Eligible - Position requires access to material or special equipment.		<input type="checkbox"/>	
d. Not Telework Eligible - Position requires daily access to classified material.		<input type="checkbox"/>	
e. Identify any additional reasons for denying telework based on position eligibility.  <div style="background-color: #e0e0ff; height: 150px; width: 100%;"></div>			
<b>12. Supervisor</b>		<b>13. Supervisor Signature</b>	<b>14. Date (yyyymmdd)</b>
Print Name: <div style="background-color: #e0e0ff; width: 150px; height: 15px;"></div>		Signature: <div style="background-color: #e0e0ff; width: 150px; height: 15px;"></div>	<div style="background-color: #e0e0ff; width: 100px; height: 15px;"></div>
<b>15. Telework Program Manager</b> <input type="checkbox"/> Certified		<b>16. Telework Program Manager Signature</b>	<b>17. Date (yyyymmdd)</b>
Print Name: <div style="background-color: #e0e0ff; width: 150px; height: 15px;"></div>		Signature: <div style="background-color: #e0e0ff; width: 150px; height: 15px;"></div>	<div style="background-color: #e0e0ff; width: 100px; height: 15px;"></div>



APPENDIX C TO ENCLOSURE A

JS FORM 170, "JOINT STAFF TELEWORK EMPLOYEE ELIGIBILITY CHECKLIST"

JOINT STAFF TELEWORK EMPLOYEE ELIGIBILITY CHECKLIST			
1. Employee Name: <input type="text"/>		2. Series: <input type="text"/>	
3. Grade: <input type="text"/>			
4. PD #: <input type="text"/>		5. Position Billet #: <input type="text"/>	
6. Date: <input type="text"/>			
<b>7. Status Questions</b>			
a. Is this employee serving in a probationary period?		Yes	No
b. Does this employee occupy a trainee or intern position?		<input type="checkbox"/>	<input type="checkbox"/>
NOTE: Generally an employee who is serving a probationary period or occupying a trainee or intern position is not eligible to participate in telework. The length of time these employees are ineligible for telework is at the command's discretion.			
<b>8. Types</b>			
a. Regular/recurring telework - Regular/recurring telework is where an employee performs some or all of their duties at an alternative worksite on a set schedule (e.g., every Monday; once a pay period; once a month).			
b. Situational/Ad hoc telework - Arrangement in which duties may be performed at an alternative worksite on a case-by-case basis (e.g., COOP, inclement weather, special project), where the hours worked are not part of a previously approved, ongoing and regular telework schedule.			
<b>9. Determination</b>			
a. Was the employee's billet determined to be telework eligible? (If answer is no then proceed to page 2 under the <b>Determination</b> section.)		Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
<b>10. Personnel Eligibility Checklist</b>			
a. Is the employee's performance currently rated below the fully successful level?		Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
b. Is there a memorandum of counseling, warning, or other record by the supervisor documenting deficiencies that cause the employee's overall performance to fall below fully successful, even if the current rating of record is fully successful or higher?		Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
c. Is there a record of formal disciplinary action within the previous 12 months for the employee?		Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
d. Is there a record of verbal conversation or written reprimand of behavioral or responsibility concerns (e.g., misuse of leave, excessive tardiness) within the past 12 months?		Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
e. Has the employee been "officially disciplined" for being absent without permission for more than 5 days in any calendar year?		Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
f. Has the employee been "officially disciplined" for violations of subpart G of the Standards of Ethical Conduct of Employees of the Executive Branch for reviewing, downloading, or exchanging pornography on a Federal Government computer or while performing official duties?		Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
If the answer to <b>ALL</b> of the questions (a-f) is <b>NO</b> , the employee is eligible to telework.			
If the answer to <b>ONE or MORE</b> of the questions (a-f) is <b>YES</b> , the employee is typically not eligible to telework.			
NOTE: The term "official discipline" (as used in questions e and f above) refers to a disciplinary action that results in the placement of a document in an employee's official personnel file (OPF). Ineligibility remains in effect as long as the document stays in the employee's OPF.			
If the answer is <b>YES</b> to the following questions relative to employee characteristics, the employee is more likely to be suitable for telework			
<b>11. Additional Questions</b>			
a. Is the employee on a flexible work schedule or compressed work schedule that results in a regular day off (RDO) each pay period?		Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
b. Is the employee able to work independently with minimal supervision?		Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
c. Is the employee able to solve problems independently?		Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
d. Does the employee have sufficient skill in using the technologies required for telework (e.g., VPN, Outlook, Encryption software, telephone and voicemail, Defense Collaboration Services (DCS))?		Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>

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22 April 2015

# JS FORM 170, "JOINT STAFF TELEWORK EMPLOYEE ELIGIBILITY CHECKLIST" (PAGE 2)

e. Does the employee have the ability to communicate, verbally and electronically, with supervisors, co-workers, and customers?	<input type="checkbox"/>	<input type="checkbox"/>
f. Does the employee have a sufficient level of job knowledge and organizing and planning skills?	<input type="checkbox"/>	<input type="checkbox"/>
g. Does the employee exhibit discipline toward work and reliability concerning work hours?	<input type="checkbox"/>	<input type="checkbox"/>
<b>12. Eligibility Checklist</b>		
a. Does the position involve tasks that require face-to-face contact that cannot be achieved through alternate communication tools (e.g., email, telephone, online meetings, electronic file transfer) with: 1. Supervisor(s)/ manager(s) ? 2. Colleagues/ team members/ co-workers? 3. Customers (internal and external)? 4. General public?	<input type="checkbox"/>	<input type="checkbox"/>
b. Does the position involve tasks that require <b>daily</b> access to materials or equipment that cannot be moved from the traditional worksite or accessed outside of the traditional worksite such as unique reference material or special tools?	<input type="checkbox"/>	<input type="checkbox"/>
c. Does the position involve tasks that require <b>daily</b> access to classified materials and networks (SIPRnet)? If so, what percent of the work is with classified materials? <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Can the position function with the use of a Common Access Card (CAC) reader and the use of Outlook Web Application (OWA) if teleworking?	<input type="checkbox"/>	<input type="checkbox"/>
<b>13. Determination</b>		
a. Position is eligible for regular/recurring telework	<input type="checkbox"/>	<input type="checkbox"/>
b. Position is eligible for situational/ad hoc telework	<input type="checkbox"/>	<input type="checkbox"/>
<b>14. Ineligibility Justification</b>		
<i>(If the position is NOT telework eligible, please select all that apply as justification for the determination:)</i>		
a. Not Telework Eligible - Position requires employee's presence to perform the job.	<input type="checkbox"/>	<input type="checkbox"/>
b. Not Telework Eligible - Position requires daily face-to-face contact with supervisor, other employees, or customers/ the public.	<input type="checkbox"/>	<input type="checkbox"/>
c. Not Telework Eligible - Position requires access to material or special equipment.	<input type="checkbox"/>	<input type="checkbox"/>
d. Not Telework Eligible - Position requires daily access to classified material.	<input type="checkbox"/>	<input type="checkbox"/>
e. Identify any additional reasons for denying telework based on position eligibility. <div style="background-color: #e0e0ff; height: 150px; width: 100%;"></div>		
<b>15. Supervisor</b> Print Name: <input type="text"/>	<b>16. Supervisor Signature</b> <input type="text"/>	<b>17. Date (yyyymmdd)</b> <input type="text"/>
<b>18. Telework Program Manager</b> <input type="checkbox"/> Certified Print Name: <input type="text"/>	<b>19. Telework Program Manager Signature</b> <input type="text"/>	<b>20. Date (yyyymmdd)</b> <input type="text"/>

JS FORM 170, APR 15 (EG)

JS J1/CIVPERS BRANCH

## GLOSSARY

alternative worksite. A place away from the traditional worksite that has been approved for the performance of officially assigned duties. It may be an employee's residence or another approved worksite.

continuity of operations (COOP) plan. An effort to ensure that the capability exists to continue agency essential functions across a wide range of natural disasters or local or national declared emergencies.

eligible positions. Occupations or positions that are eligible for regular and recurring or situational telework (i.e., some or all of the duties can be performed away from the traditional worksite).

eligible employees. Requirements that an employee must meet to participate in a telework arrangement (e.g., performance rating of at least fully successful, no history of disciplinary actions, etc.), as determined by the supervisor or other appropriate management official in the employee's chain of command.

emergency situation telework. Telework performed in an employee's residence or alternative worksite during a crisis situation or emergency event by those who perform duties in support of mission requirements during crisis situations or contingencies, and employees approved for telework to maintain continuity of operations during a crisis or emergency.

employee. A Joint Staff civilian.

government-furnished equipment (GFE). Equipment and systems purchased and/or owned by the government. Includes, but is not limited to, information technology equipment, pagers, Internet services, e-mail, library resources, telephones, facsimile machines, photocopiers, and office supplies.

medical telework. Employees experiencing a temporary personal injury or medical condition may request to perform work at their residence for a specified period of time if suffering from a temporary personal injury or illness that prevents them from reporting to the worksite. With medical documentation and at the supervisor's discretion, employees may be allowed to telework.

mission-critical duties. Job position functions that are identified as critical to performance of the mission and include, but are not limited to, supporting departmental health; supporting safety and security operations; supporting critical facility operations; maintaining computer and communications systems and operations; performing critical watch standing duties; coordinating essential interface with other agencies and field activities; and performing emergency response and national response plan operations.

official duty station. Approved location where the employee regularly performs his or her duties. Typically identified in block 39 of the employee's Notification of Personnel Action (SF-50). All pay, special salary rates, leave, and travel entitlements are based on the official duty station.

position description. Statement of the major duties and responsibilities of a position.

regular and recurring telework. An approved work schedule where eligible employees work at an alternative worksite on a routine basis in which telework occurs as part of an ongoing, regular schedule, i.e., someone who is approved to telework on a schedule that is regular and recurring, most often on an agreed-upon day or days during a biweekly pay period.

safe haven. An agency-designated location such as an employee's residence or an alternative location mutually agreeable to the agency and the employee when employees are evacuated from their worksites.

safety checklist. A checklist assessing the overall safety of a residence that must be completed/submitted with the telework agreement.

situational telework. Telework that occurs on an occasional nonroutine or ad hoc basis. Telework that occurs to complete short-term special assignments or to accommodate special circumstances is also considered situational even though the telework may occur continuously for a specific period.

supervisor. Management official, commander, or Military Service member who is an employee's immediate supervisor with responsibility for directing and managing employee work and for approving and denying employee telework agreements.

telework. In most cases, a voluntary work arrangement where an employee performs assigned official duties and other authorized activities during a part of regular, paid hours at an approved alternative worksite (e.g., residence) on a regular and recurring or situational basis (does not include any part of work done while on official travel). Telework is not a substitute for dependent care and is not to be used to replace child care or elder care arrangements. In accordance with DoDI 1035.01, all employees with an established telework agreement are expected to work during emergency situations (e.g., closure for a weather event).

telework agreement. A written agreement, completed and signed by an employee and the authorized management official(s) via the DD Form 2946, which outlines the terms and conditions of the telework arrangement.

telework site. Alternative worksite where an employee performs official duties in a specified work or office area that is suitable for the performance of official government business. Note that the Joint Staff retains the right to inspect the residence worksite, by appointment only, to ensure safety standards are met and GFE is properly maintained.

traditional worksite (or traditional duty station). Location where an employee would work, absent an alternative arrangement.

unscheduled telework. A specific form of situational telework where an employee on an approved telework agreement performs assigned official duties at a residence or other approved worksite when government offices are closed due to an emergency event, or open but with severe weather conditions or other circumstances that disrupt commuting and compromise employee safety.

(INTENTIONALLY BLANK)